



Sunflower Assets[™]

User Guide: Web Transaction Pages

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Function List by Role:

If you are the and want to do this see page number:
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Custodian	Change Location	19
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Custodian	Request a New Custodian and Location	32
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User	Request a New User and Location	36
User	Request a New Location	38
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User	Record a Declarative Resolution	47
Requested User	List Assets	53
Requested User	Change User and Location	27
Any	Change All Fields for a List of Assets	15
Any	List Assets based on Criteria	54
Any	Register for Asset Event Notification	56
Any	Register for Open Asset Request Notification	57
Any	Register for Closed Asset Request Notification	58

Function List by System Menu:

1) Update Asset Information:

- a) Change All Fields for a Manually Entered List of Assets
- b) Change User and Location of Assets where I'm the Custodian
- c) Change Location of Assets where I'm the Custodian
- d) Change Custodian, User and Location of Assets where I'm the Requested Custodian
- e) Change Custodian and Location of Assets where I'm the Requested Custodian
- f) Change Location of Assets where I'm the User
- g) Change User and Location of Assets where I'm the Requested User

2) Request an Update of Asset Information:

- a) Request a New Custodian, User and Location for Assets where I'm the Custodian
- b) Request a New Custodian and Location for Assets where I'm the Custodian
- c) Request a New User and Location for Assets where I'm the Custodian
- d) Request a New User and Location for Assets where I'm the User
- e) Request a New Location for Assets where I'm the User

3) Record a Resolution:

- a) Record a Physical Resolution for Assets Where I'm the Custodian
- b) Record a Declarative Resolution for Assets Where I'm the Custodian
- c) Record a Physical Resolution for Assets Where I'm the User
- d) Record a Declarative Resolution for Assets Where I'm the User

4) List Assets:

- a) List Assets where I'm the Custodian
- b) List Assets where I'm the Requested Custodian
- c) List Assets where I'm the User
- d) List Assets where I'm the Requested User
- e) List Assets that meet Criteria of my Own Choosing

5) Register for an E-mail Notification:

- a) Register for Asset Event Notification
- b) Register for Open Asset Request Notification
- c) Register for Closed Asset Request Notification

Common Screens:

Several screens in the web transaction pages can appear in many places. These screens are described here to provide a central reference point.

List of Values Screen:

Purpose: This is a typical List of Values screen which displays when you press the arrow button (↓). The information the screen displays (e.g., custodians, users, locations) changes based on which field is being used, but the basic operation of the screen is the same.

The screenshot shows a web browser window titled "Sunflower Assets - Production 2.5.0.0 People - Microsoft Internet Explorer". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The main content area is titled "People" in a large blue font. Below the title, there is a search prompt "Search for last names like..." followed by a text input field containing "SM%". Below the input field, a message states "Press the [Tab] key to show all people with a last name like the pattern above". A large list box contains the following entries: SMITH JOHN 0 SM01, SMITH JOHN 0 SM02, SMITH JOHN 0 SM03, SMITH JOHN 0 SM04, SMITH JOHN 0 SM05, SMITH JOHN 0 SM06, SMITH JOHN 0 SM07, SMITH JOHN 0 SM08, SMITH JOHN 0 SM09, SMITH JOHN 1 SM10, SMITH JOHN X SMXX, SMITH SUSAN 0 SS01, SMITH SUSAN 0 SS02, SMITH SUSAN 0 SS03, SMITH SUSAN 0 SS04, SMITH SUSAN 0 SS05, SMITH SUSAN 0 SS06, SMITH SUSAN 0 SS07, SMITH SUSAN 0 SS08, and SMITH SUSAN 0 SS09. At the bottom of the screen, there are two buttons: "Select" and "Cancel".

Usage:

- ❖ In the “search for . . . like” field, key in the value you wish to find and press <Tab>.
- ❖ You can use the percent sign (%) before and/or after the value you key in as a “wildcard” in order to match the characters you typed in with the values in the system.

Asset Query Screen:

Purpose: This is the asset query screen and it displays any time you use the <Enter Query> button for assets. This screen allows you find assets based on criteria you enter.

The screenshot shows a web browser window titled "Sunflower Assets - Production 2.5.0.0 Inventory Asset Assets (Repository Owner) - Microsoft Internet Explorer". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". Below the browser window, there is a form titled "Query Criteria". At the top of the form, there are four buttons: "Cancel Query", "Execute Query", "Recall Last Query", and "Clear". Below these buttons, there is a section with two radio buttons: "Assigned" (selected) and "Requested". The form contains several input fields and dropdown menus, each with a small icon to its right. The fields are: "Steward" (text input), "Custodian" (with sub-fields "Identifier" and "Name"), "User" (with sub-fields "Identifier" and "Name"), "Site" (dropdown), "BUILDING" (dropdown), "ROOM" (dropdown), "Manufacturer" (text input), "Model" (text input), "Official Name" (text input), "Serial Number" (text input), and "Identifier" (text input).

Usage:

- ❖ Key in or select any number of fields found on the bottom portion of this screen image. Note the radio button to switch between the assigned and requested steward, custodian or user.
- ❖ After you have entered your criteria, click once on the <Execute Query> button and all the assets which meet your criteria will display on the original screen.
- ❖ To re-enter the criteria, click once on the <Clear> button – the screen will clear & you can start over.
- ❖ If you choose not to complete the query, click once on the <Cancel Query> button.
- ❖ The <Recall Last Query> button will re-display the last set of criteria used.

Asset Details Display

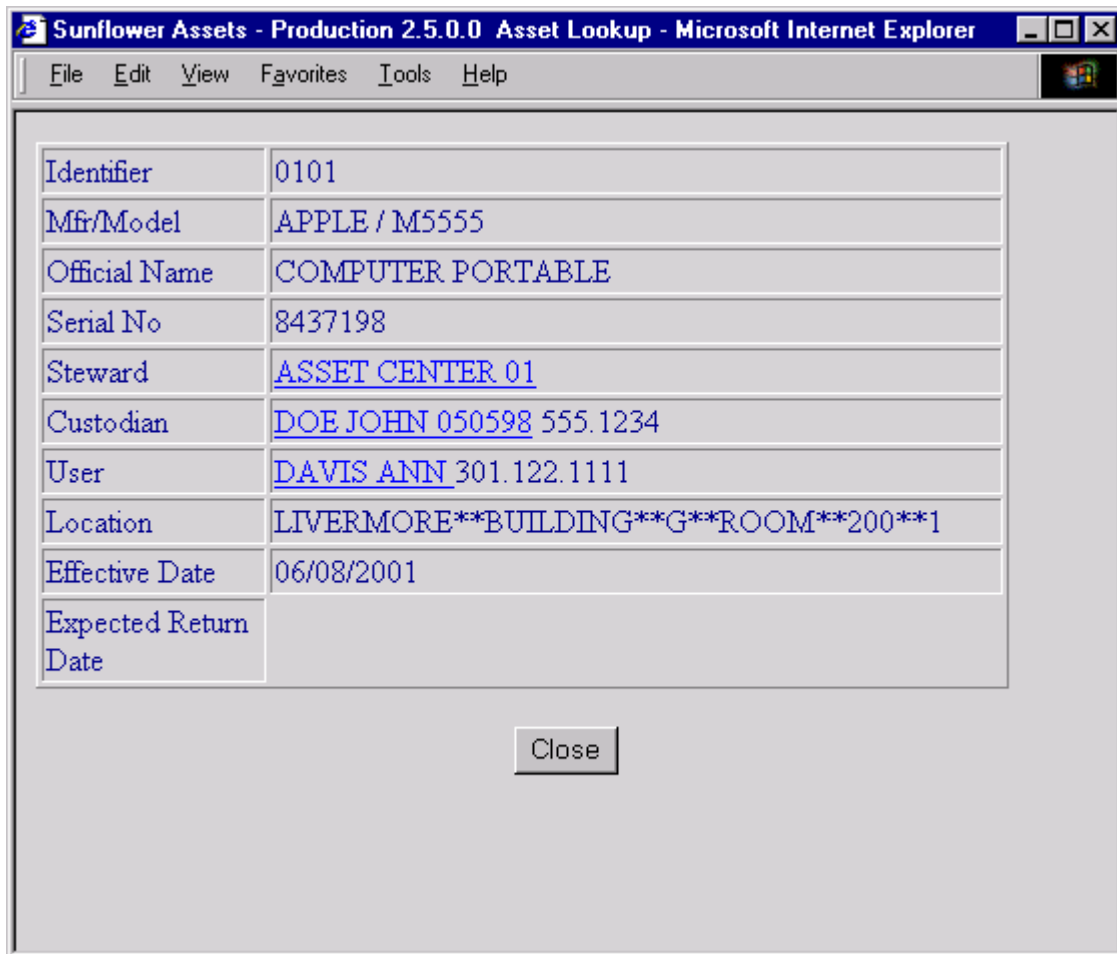
Purpose & Usage: This is the expanded format of the asset list display. It appears when you click on the Show Asset Details check box. To return to the shorter asset list format, uncheck the Show Asset Details box.

The screenshot shows a web browser window titled "Sunflower Assets - Production 2.5.0.0 Inventory Asset Assets [Repository Owner] - Microsoft Internet Explorer". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. Below the menu bar, there is a search area with a text input labeled "Enter Query" and a checkbox labeled "Show Asset Details" which is checked. The main content area displays a table with two columns: "Identifier" and "Detail Information".

Identifier	Detail Information																		
0101	<table border="1"><tr><td>Mfr/Model</td><td>APPLE / M5555</td></tr><tr><td>Official Name</td><td>COMPUTER PORTABLE</td></tr><tr><td>Serial No</td><td>8437198</td></tr><tr><td>Steward</td><td>ASSET CENTER 01</td></tr><tr><td>Custodian</td><td>DOE JOHN 050598 555.1234</td></tr><tr><td>User</td><td>DAVIS ANN 301.122.1111</td></tr><tr><td>Location</td><td>LIVERMORE**BUILDING**G**ROOM**200**1</td></tr><tr><td>Effective Date</td><td>06/08/2001</td></tr><tr><td>Expected Return Date</td><td></td></tr></table>	Mfr/Model	APPLE / M5555	Official Name	COMPUTER PORTABLE	Serial No	8437198	Steward	ASSET CENTER 01	Custodian	DOE JOHN 050598 555.1234	User	DAVIS ANN 301.122.1111	Location	LIVERMORE**BUILDING**G**ROOM**200**1	Effective Date	06/08/2001	Expected Return Date	
Mfr/Model	APPLE / M5555																		
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User	DAVIS ANN 301.122.1111																		
Location	LIVERMORE**BUILDING**G**ROOM**200**1																		
Effective Date	06/08/2001																		
Expected Return Date																			
0102	<table border="1"><tr><td>Mfr/Model</td><td>DELL / D333</td></tr><tr><td>Official Name</td><td>COMPUTER PERSONAL</td></tr><tr><td>Serial No</td><td>03420349</td></tr><tr><td>Steward</td><td>ASSET CENTER 01</td></tr><tr><td>Custodian</td><td>FRAZIER KRISTEN S 020866 925.371.0136</td></tr><tr><td>User</td><td></td></tr><tr><td>Location</td><td>LIVERMORE**BUILDING**E**ROOM**100</td></tr><tr><td>Effective Date</td><td>05/01/1998</td></tr><tr><td>Expected Return Date</td><td></td></tr></table>	Mfr/Model	DELL / D333	Official Name	COMPUTER PERSONAL	Serial No	03420349	Steward	ASSET CENTER 01	Custodian	FRAZIER KRISTEN S 020866 925.371.0136	User		Location	LIVERMORE**BUILDING**E**ROOM**100	Effective Date	05/01/1998	Expected Return Date	
Mfr/Model	DELL / D333																		
Official Name	COMPUTER PERSONAL																		
Serial No	03420349																		
Steward	ASSET CENTER 01																		
Custodian	FRAZIER KRISTEN S 020866 925.371.0136																		
User																			
Location	LIVERMORE**BUILDING**E**ROOM**100																		
Effective Date	05/01/1998																		
Expected Return Date																			

Asset Detail Information

Purpose: This is a pop-up window which displays when you click on the hyperlink for an asset.



Identifier	0101
Mfr/Model	APPLE / M5555
Official Name	COMPUTER PORTABLE
Serial No	8437198
Steward	ASSET CENTER 01
Custodian	DOE JOHN 050598 555.1234
User	DAVIS ANN 301.122.1111
Location	LIVERMORE**BUILDING**G**ROOM**200**1
Effective Date	06/08/2001
Expected Return Date	

Close

Organization (Steward) Detail Information

Purpose: This is a pop-up window which displays when you click on the hyperlink for a Steward.



The screenshot shows a web browser window titled "Sunflower Assets - Production 2.5.0.0 Organization Lookup - Microsoft Internet Explorer". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The main content area displays a form with the following fields:

Name	ASSET CENTER 01
Code	AC01

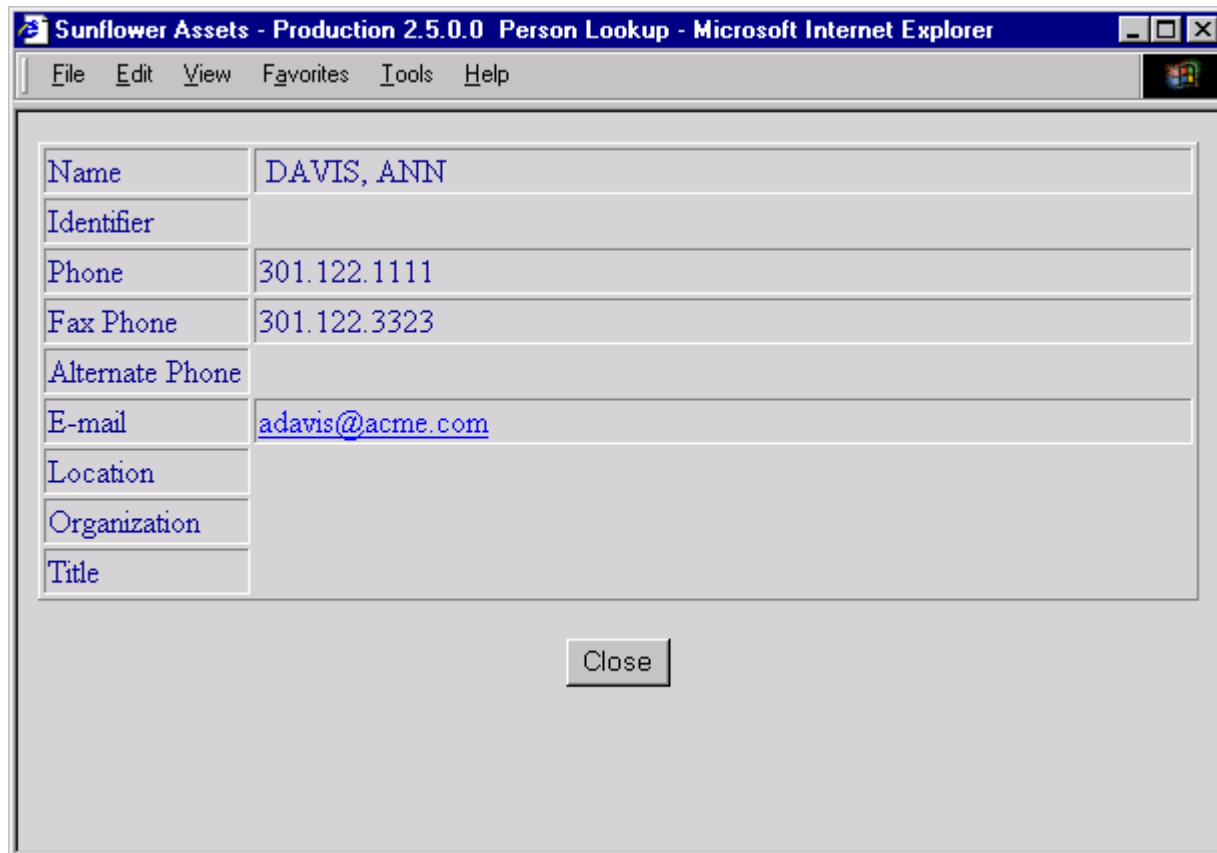
Below the form is a "Close" button.

Under the "Close" button is a section titled "Contacts" containing a table:

Primary?	Contact Type	Name	Alternate
Y	ASSET CENTER REPRESENTATIVE	ONE A ACR01 510.223.1001	

Custodian or User (Person) Detail Information

Purpose: This is a pop-up window which displays when you click on the hyperlink for a Custodian or User (person).



Name	DAVIS, ANN
Identifier	
Phone	301.122.1111
Fax Phone	301.122.3323
Alternate Phone	
E-mail	adavis@acme.com
Location	
Organization	
Title	

Close

Sample Error Screen

Purpose: This is an example of an error message screen. This example shows where an attempted update was not allowed by the system because the user was not authorized for the selected asset.

Sunflower Assets - Production 2.5.0.0 Inventory Asset Changes (John Smith) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

New Steward: ASSET CENTER 02

New Custodian: Identifier: Name:

New User: Identifier: Name:

New Location:

Effective Date: 07/05/2001 Expected Return Date:

Save Enter Query Select All De-select All Show Asset Details ☐ Manually List Assets

Bottom
Choose assets by clicking the Change checkbox and then click the [Save] button above

Change	Identifier	Manufacturer	Model	Official Name
<input checked="" type="checkbox"/>	XX001	APPLE	M5555	COMPUTER PORTABLE
AS-01015: Insufficient privilege to set/change the steward organization for the given asset				
<input type="checkbox"/>	XX002	DELL	D333	COMPUTER PERSONAL
<input type="checkbox"/>	XX003	GATEWAY	SOLO 9100	COMPUTER PORTABLE
<input type="checkbox"/>	XX004	GATEWAY	SOLO 9100	COMPUTER PORTABLE
<input type="checkbox"/>	XX005	FORD MOTOR COMPANY	TAURUS	SEDAN
<input type="checkbox"/>	XX006	TEKTRONIX	T11209	OSCILLOSCOPE

6 asset(s) are displayed. Of the 1 asset(s) selected, 0 were successfully processed.

Top

Sign-On Screen:

Purpose: This screen allows the user to sign-on to the web transaction pages, thereby enabling security.

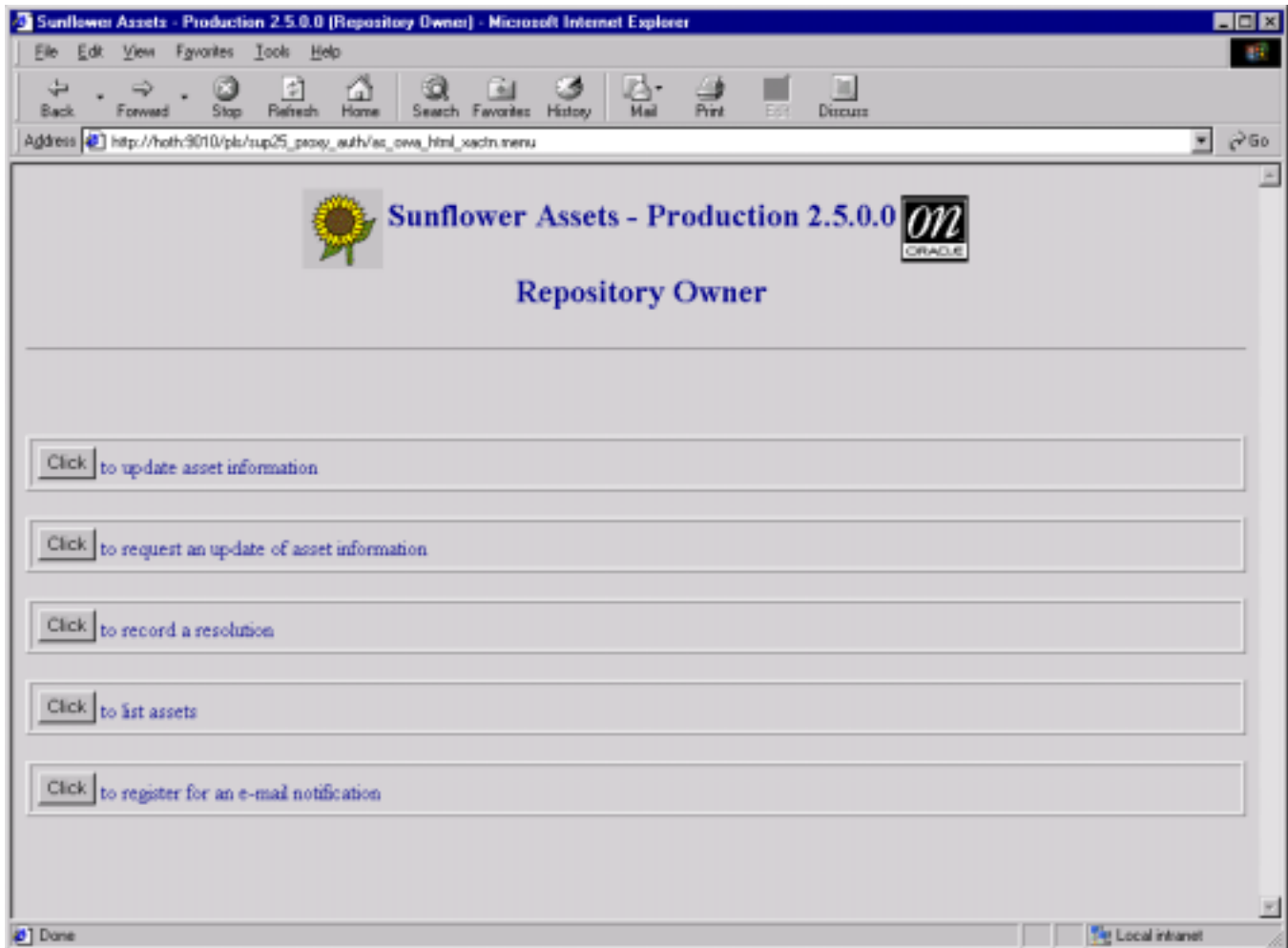
The screenshot shows a web browser window titled "Sunflower Assets - Production 2.5.0.0 - Microsoft Internet Explorer". The address bar displays "http://hoth3010/pls/sup25_pcsrv_auth/as_owa_html.configure_windows". The page content includes a sunflower logo, the text "Sunflower Assets - Production 2.5.0.0", and the "ON ORACLE" logo. The main heading is "Authentication". Below this, a message states: "You must identify yourself to Sunflower Assets(TM) before proceeding." The form contains two input fields: "Identifier" and "Name", followed by a "[List]" button. Below these is a "Password" field. Instructions for the user are listed: "1. In the identifier field, enter your employee number, badge number, etc. or click the [List] button to choose your name from a pop-up list of values." and "2. In the password field, enter your password then click the [Ok] button below." An "Ok" button is located at the bottom of the form. The browser's status bar at the bottom shows "Done" and "Local intranet".

Usage:

- ❖ Key in your system ID or Name exactly, or use the List of Values button to select your name
- ❖ Click once on the <OK> button
- ❖ The system will take you to the Main Menu

Main Menu:

Purpose: This is the main menu, allowing you to choose between the types of functions to perform.

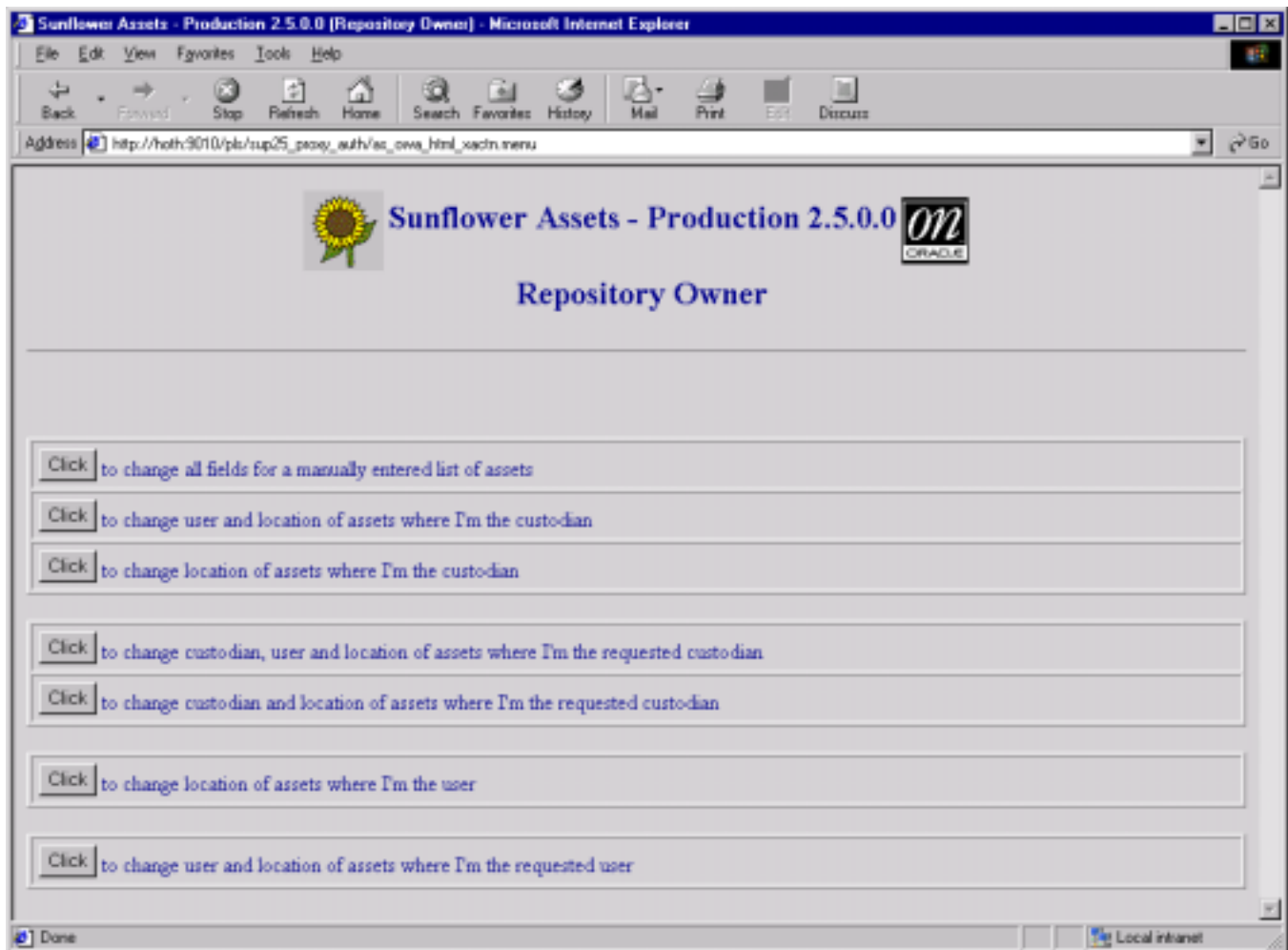


Usage:

- ❖ Click once on the button of your choice to be taken to the appropriate sub-menu:
 - Update Asset Information: Functions to update assets
 - Request and Update of Asset Information: Functions to request asset updates
 - Record a Resolution: Functions to record inventory finds for assets
 - List Assets: Functions to list asset information
 - Register for an E-mail Notification: Functions to sign-up to receive e-mails for system activities

Update Asset Information Menu:

Purpose: This menu lists the various ways you can update asset information.



Usage:


- ❖ Click once on button which most closely matches the function you want to perform and the system will take you to the appropriate screen.


Change All Fields for a Manually Entered List of Assets:


Purpose: This screen can change the steward, custodian, user or location for any list of assets, provided you have the authority to work on that asset. Authority is determined within Sunflower itself and it based on the functions you can access and the data you are authorized for.


Sunflower Assets - Production 2.5.0.0 Inventory Asset Changes [Custodian Xs] - Microsoft Internet Explorer

File Edit View Favorites Tools Help

New Steward 

New Custodian Identifier Name 

New User Identifier Name 

New Location 

Effective Date Expected Return Date

Save Enter Query Manually List Assets

Bottom
Enter the asset identifiers and then click the [Save] button above

Identifier

Top

Usage:

- ❖ Top section: Information to be changed:
 - Use the List of Value buttons next to each field to select the new values to apply to the asset(s)
 - You can also key in a few characters of the desired value followed by the percent sign (%) and then press the List button to get a shortened list of choices.
 - You can key in any combination of fields in the upper block.

Change All Fields for Manual List cont'd:

- ❖ Bottom section: Assets to be updated:
 - The screen displays in “Manually List Assets” mode initially.
 - Use the <Enter Query> button to display the Asset Query screen (see page 6). That screen allows you to find assets by specifying search criteria.
- ❖ When the information to be changed and the assets to be updated are both filled in, press the <Save> button:
 - The system will re-display the asset list, noting the success or failure of the transaction.
 - In the event the update fails, a message will display explaining what happened.

Change User and Location of Assets Where I'm the Custodian:

Purpose: This screen only displays and updates assets for which the signed-on person is the custodian. You can change the user and/or location of any of the displayed assets.

Sunflower Assets - Production 2.5.0.0 Inventory Asset Changes (Custodian Xx) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

New User Identifier Name

New Location

Effective Date Expected Return Date

☐

[Bottom](#)
Choose assets by clicking the Change checkbox and then click the [Save] button above
Custodian Xx, you are the custodian of the inventory assets shown below

Change	Identifier	Manufacturer	Model	Official Name
<input type="checkbox"/>	XX004	GATEWAY	SOLO 9100	COMPUTER PORTABLE
<input type="checkbox"/>	XX005	FORD MOTOR COMPANY	TAURUS	SEDAN
<input type="checkbox"/>	XX006	TEKTRONIX	T11209	OSCILLOSCOPE

3 asset(s) are displayed.

[Top](#)

Usage:

- ❖ Top section: Information to be changed:
 - Use the List of Value buttons next to each field to select the new values to apply to the asset(s)
 - You can also key in a few characters of the desired value followed by the percent sign (%) and then press the List button to get a shortened list of choices.
 - You can key in any combination of fields in the upper block.

Change User and Location where I'm the Custodian cont'd:

- ❖ Bottom section: Assets to be updated:
 - The screen automatically lists all assets assigned to whomever is logged on to the system.
 - Use the <Enter Query> button to display the Asset Query screen (see page 6). That screen allows you to find assets by specifying search criteria.
 - Use the <Manually List Assets> to directly key in assets to be updated
 - Select individual assets to be updated by clicking in the check box in the Change column next to the desired assets.
 - You can use the <Select All> or <De-Select All> buttons to select or de-select all listed assets, respectively.
 - If you wish to see more detail for each of the listed assets, click the check box next to the <Show Asset Details> field.
- ❖ When the information to be changed and the assets to be updated are both filled in, press the <Save> button:
 - The system will re-display the asset list, noting the success or failure of the transaction.
 - In the event the update fails, a message will display explaining what happened.
- ❖ Note that you have the ability to get more detail for any field which is underlined (hyperlink). In this example, you could click once on the asset identifier and a pop-up window will display with more information about the asset.
 - If you click on the asset you will see more information, including steward, custodian and organization. Each of these fields are also underlined (hyperlink) and can be clicked on to display even more detail.

Change Location of Assets Where I'm the Custodian:

Purpose: This screen only displays and updates assets for which the signed-on person is the custodian. You can change the location of any of the displayed assets.

Sunflower Assets - Production 2.5.0.0 Inventory Asset Changes (Custodian Xx) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

New Location 

Effective Date Expected Return Date

Save Enter Query Select All De-select All Show Asset Details ☐ Manually List Assets

Bottom
Choose assets by clicking the Change checkbox and then click the [Save] button above
Custodian Xx, you are the custodian of the inventory assets shown below

Change	Identifier	Manufacturer	Model	Official Name
<input type="checkbox"/>	XX04	GATEWAY	SOLO 9100	COMPUTER PORTABLE
<input type="checkbox"/>	XX05	FORD MOTOR COMPANY	TAURUS	SEDAN
<input type="checkbox"/>	XX06	TEKTRONIX	T11209	OSCILLOSCOPE

3 asset(s) are displayed.

Top

Usage:

- ❖ Top section: Information to be changed:
 - Use the List of Value buttons next to each field to select the new values to apply to the asset(s)
 - You can also key in a few characters of the desired value followed by the percent sign (%) and then press the List button to get a shortened list of choices.
 - You can key in any combination of fields in the upper block.

Change Location where I'm the Custodian cont'd:

- ❖ Bottom section: Assets to be updated:
 - The screen automatically lists all assets assigned to whomever is logged on to the system.
 - Use the <Enter Query> button to display the Asset Query screen (see page 6). That screen allows you to find assets by specifying search criteria.
 - Use the <Manually List Assets> to directly key in assets to be updated
 - Select individual assets to be updated by clicking in the check box in the Change column next to the desired assets.
 - You can use the <Select All> or <De-Select All> buttons to select or de-select all listed assets, respectively.
 - If you wish to see more detail for each of the listed assets, click the check box next to the <Show Asset Details> field.
- ❖ When the information to be changed and the assets to be updated are both filled in, press the <Save> button:
 - The system will re-display the asset list, noting the success or failure of the transaction.
 - In the event the update fails, a message will display explaining what happened.
- ❖ Note that you have the ability to get more detail for any field which is underlined (hyperlink) (hyperlink). In this example, you could click once on the asset identifier and a pop-up window will display with more information about the asset.

Change Custodian, User & Loc'n of Assets Where I'm the Requested Custodian:

Purpose: This screen only displays and updates assets for which the signed-on person is the custodian who has been requested to accept a change. You can change the custodian, user and/or location of any of the displayed assets.

Sunflower Assets - Production 2.5.0.0 Inventory Asset Changes (Repository Owner) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

New Custodian Identifier Name

New User Identifier Name

New Location

Effective Date Expected Return Date

☐

Bottom
Accept a request by clicking the Change checkbox (deny a request by clicking the Deny checkbox) and then click the [Save] button above
Repository Owner, you are the requested custodian of the inventory assets shown below

Change / Deny	Identifier	Manufacturer	Model	Official Name
<input type="checkbox"/> / <input type="checkbox"/>	SH001	APPLE	M5600	COMPUTER- PERSONAL
Request made by OWNER REPOSITORY on 06/29/2001 at 11:46:44				
<input type="checkbox"/> / <input type="checkbox"/>	SH002	ACME PREFAB	T558FHY	TRAILER FOUNDATION
Request made by OWNER REPOSITORY on 06/29/2001 at 11:46:44				
<input type="checkbox"/> / <input type="checkbox"/>	SH003	APPLE	M5555	COMPUTER PORTABLE

Usage:

- ❖ Top section: Information to be changed:
 - Use the List of Value buttons next to each field to select the new values to apply to the asset(s)
 - You can also key in a few characters of the desired value followed by the percent sign (%) and then press the List button to get a shortened list of choices.
 - You can key in any combination of fields in the upper block.

Change Custodian, User & Location where I'm the Requested Custodian cont'd:

- ❖ Bottom section: Assets to be updated:
 - The screen automatically lists all assets assigned to whomever is logged on to the system.
 - Use the <Enter Query> button to display the Asset Query screen (see page 6). That screen allows you to find assets by specifying search criteria.
 - Use the <Manually List Assets> to directly key in assets to be updated
 - Select individual assets to be updated by clicking in the check box in the Change/Deny column next to the desired assets.
 - You can use the <Select All> or <De-Select All> buttons to select or de-select all listed assets, respectively.
 - If you wish to see more detail for each of the listed assets, click the check box next to the <Show Asset Details> field.
- ❖ When the information to be changed and the assets to be updated are both filled in, press the <Save> button:
 - The system will re-display the asset list, noting the success or failure of the transaction.
 - In the event the update fails, a message will display explaining what happened.
- ❖ Note that you have the ability to get more detail for any field which is underlined (hyperlink) (hyperlink). In this example, you could click once on the asset identifier and a pop-up window will display with more information about the asset.

Change Custodian and Location of Assets Where I'm the Requested Custodian:

Purpose: This screen only displays and updates assets for which the signed-on person is the custodian who has been requested to accept a change. You can change the custodian and/or location of any of the displayed assets.

Sunflower Assets - Production 2.5.0.0 Inventory Asset Changes (Repository Owner) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

New Custodian Identifier Name

New Location

Effective Date Expected Return Date

☐

Bottom
Accept a request by clicking the Change checkbox (deny a request by clicking the Deny checkbox) and then click the [Save] button above
Repository Owner, you are the requested custodian of the inventory assets shown below

Change / Deny	Identifier	Manufacturer	Model	Official Name
<input type="checkbox"/> / <input type="checkbox"/>	SH001	APPLE	M5600	COMPUTER-PERSONAL
Request made by OWNER REPOSITORY on 06/29/2001 at 11:46:44				
<input type="checkbox"/> / <input type="checkbox"/>	SH002	ACME PREFAB	T558FHY	TRAILER FOUNDATION
Request made by OWNER REPOSITORY on 06/29/2001 at 11:46:44				
<input type="checkbox"/> / <input type="checkbox"/>	SH003	APPLE	M5555	COMPUTER PORTABLE
Request made by OWNER REPOSITORY on 06/29/2001 at 11:46:45				

Usage:

- ❖ Top section: Information to be changed:
 - Use the List of Value buttons next to each field to select the new values to apply to the asset(s)
 - You can also key in a few characters of the desired value followed by the percent sign (%) and then press the List button to get a shortened list of choices.
 - You can key in any combination of fields in the upper block.

Change Custodian & Location where I'm the Requested Custodian cont'd:


- ❖ Bottom section: Assets to be updated:
 - The screen automatically lists all assets assigned to whomever is logged on to the system.
 - Use the <Enter Query> button to display the Asset Query screen (see page 6). That screen allows you to find assets by specifying search criteria.
 - Use the <Manually List Assets> to directly key in assets to be updated
 - Select individual assets to be updated by clicking in the check box in the Change/Deny column next to the desired assets.
 - You can use the <Select All> or <De-Select All> buttons to select or de-select all listed assets, respectively.
 - If you wish to see more detail for each of the listed assets, click the check box next to the <Show Asset Details> field.
- ❖ When the information to be changed and the assets to be updated are both filled in, press the <Save> button:
 - The system will re-display the asset list, noting the success or failure of the transaction.
 - In the event the update fails, a message will display explaining what happened.
- ❖ Note that you have the ability to get more detail for any field which is underlined (hyperlink) (hyperlink). In this example, you could click once on the asset identifier and a pop-up window will display with more information about the asset.

Change the Location of Assets Where I'm the User:

Purpose: This screen only displays and updates assets for which the signed-on person is the user. You can change the location of any of the displayed assets.

Sunflower Assets - Production 2.5.0.0 Inventory Asset Changes (Repository Owner) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

New Location 

Effective Date 06/29/2001 Expected Return Date

Save Enter Query Select All De-select All Show Asset Details ☐ Manually List Assets

Bottom
Choose assets by clicking the Change checkbox and then click the [Save] button above
Repository Owner, you are the user of the inventory assets shown below

Change	Identifier	Manufacturer	Model	Official Name
<input type="checkbox"/>	SH004	ACME PREFAB	T558FHY	TRAILER FOUNDATION

1 asset(s) are displayed

Top

Usage:

- ❖ Top section: Information to be changed:
 - Use the List of Value buttons next to each field to select the new values to apply to the asset(s)
 - You can also key in a few characters of the desired value followed by the percent sign (%) and then press the List button to get a shortened list of choices.
 - You can key in any combination of fields in the upper block.

Change the Location where I'm the User cont'd:

- ❖ Bottom section: Assets to be updated:
 - The screen automatically lists all assets assigned to whomever is logged on to the system.
 - Use the <Enter Query> button to display the Asset Query screen (see page 6). That screen allows you to find assets by specifying search criteria.
 - Use the <Manually List Assets> to directly key in assets to be updated
 - Select individual assets to be updated by clicking in the check box in the Change column next to the desired assets.
 - You can use the <Select All> or <De-Select All> buttons to select or de-select all listed assets, respectively.
 - If you wish to see more detail for each of the listed assets, click the check box next to the <Show Asset Details> field.
- ❖ When the information to be changed and the assets to be updated are both filled in, press the <Save> button:
 - The system will re-display the asset list, noting the success or failure of the transaction.
 - In the event the update fails, a message will display explaining what happened.
- ❖ Note that you have the ability to get more detail for any field which is underlined (hyperlink) (hyperlink). In this example, you could click once on the asset identifier and a pop-up window will display with more information about the asset.

Change User and Location of Assets Where I'm the Requested User:

Purpose: This screen only displays and updates assets for which the signed-on person is the user who has been requested to accept a change. You can change the user and/or location of any of the displayed assets.

Sunflower Assets - Production 2.5.0.0 Inventory Asset Changes (Repository Owner) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

New User Identifier Name

New Location

Effective Date Expected Return Date

☐

Bottom

Accept a request by clicking the Change checkbox (deny a request by clicking the Deny checkbox) and then click the [Save] button above

Repository Owner, you are the requested user of the inventory assets shown below

Change / Deny	Identifier	Manufacturer	Model	Official Name
<input type="checkbox"/> / <input type="checkbox"/>	SH007	APPLE	M5555	COMPUTER PORTABLE
Request made by OWNER REPOSITORY on 06/29/2001 at 11:49:53				
<input type="checkbox"/> / <input type="checkbox"/>	SH009	ACME PREFAB	T558FHY	TRAILER FOUNDATION
Request made by OWNER REPOSITORY on 06/29/2001 at 11:49:53				

2 asset(s) are displayed

Top

Usage:

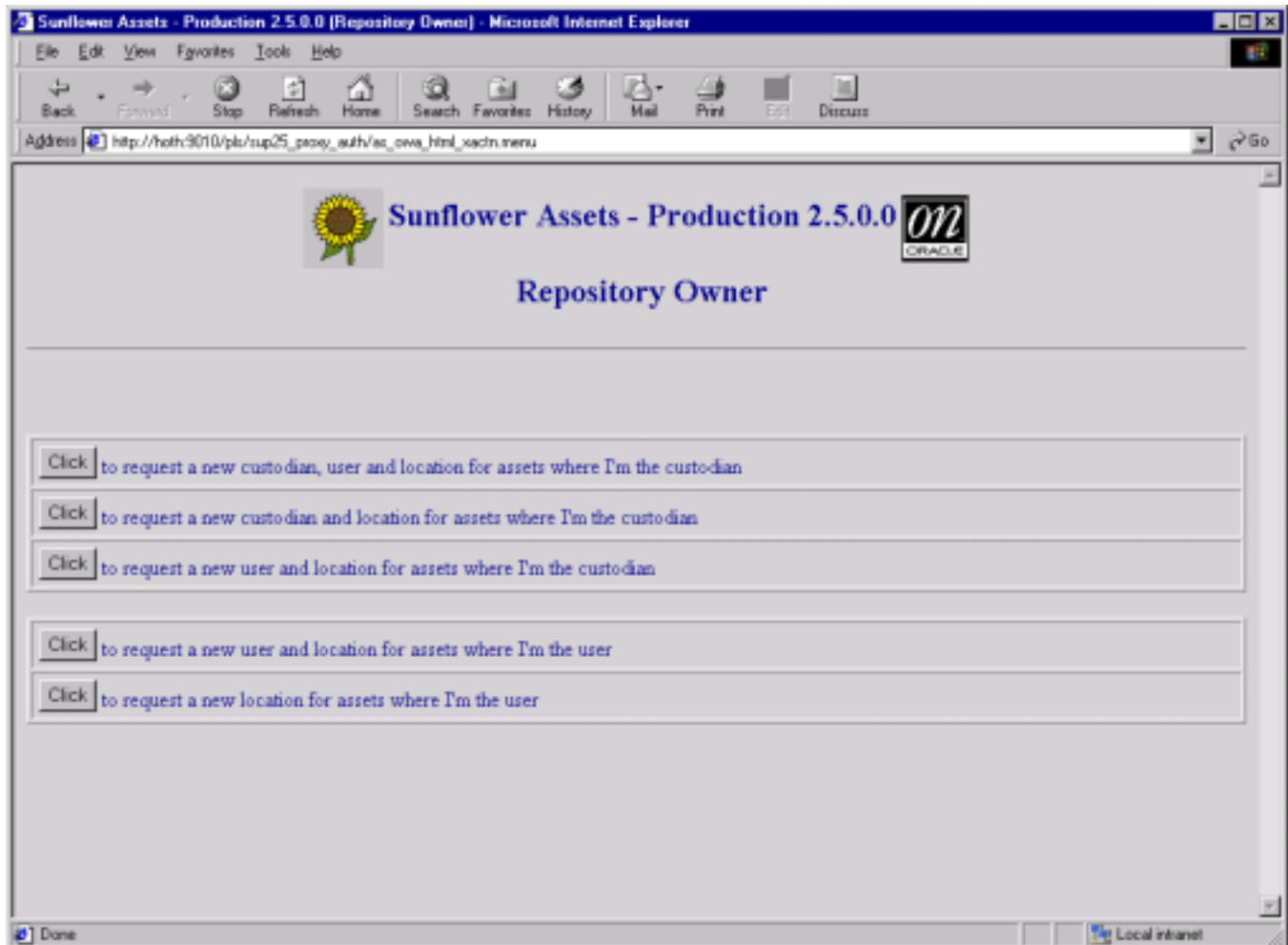
- ❖ Top section: Information to be changed:
 - Use the List of Value buttons next to each field to select the new values to apply to the asset(s)
 - You can also key in a few characters of the desired value followed by the percent sign (%) and then press the List button to get a shortened list of choices.
 - You can key in any combination of fields in the upper block.

Change User and Location where I'm the Requested Custodian cont'd:

- ❖ Bottom section: Assets to be updated:
 - The screen automatically lists all assets assigned to whomever is logged on to the system.
 - Use the <Enter Query> button to display the Asset Query screen (see page 6). That screen allows you to find assets by specifying search criteria.
 - Use the <Manually List Assets> to directly key in assets to be updated
 - Select individual assets to be updated by clicking in the check box in the Change/Deny column next to the desired assets.
 - You can use the <Select All> or <De-Select All> buttons to select or de-select all listed assets, respectively.
 - If you wish to see more detail for each of the listed assets, click the check box next to the <Show Asset Details> field.
- ❖ When the information to be changed and the assets to be updated are both filled in, press the <Save> button:
 - The system will re-display the asset list, noting the success or failure of the transaction.
 - In the event the update fails, a message will display explaining what happened.
- ❖ Note that you have the ability to get more detail for any field which is underlined (hyperlink). In this example, you could click once on the asset identifier and a pop-up window will display with more information about the asset.

Request an Update of Asset Information Menu:

Purpose: This menu lists the various ways you can request a change of asset information from the person responsible for the asset.



Usage:

- ❖ Click once on the button which most closely matches the function you want to perform and the system will take you to the appropriate screen.

Request a New Custodian, User & Location for Assets Where I'm the Custodian:

Purpose: This screen only displays and updates assets for which the signed-on person is the custodian.

The screenshot shows a web browser window titled "Sunflower Assets - Production 2.5.0.0 Inventory Asset Requests (Custodian Xx) - Microsoft Internet Explorer". The interface includes a menu bar (File, Edit, View, Favorites, Tools, Help) and a main content area. At the top, there are three sections for adding new entities: "New Custodian", "New User", and "New Location". Each section has an "Identifier" field, a "Name" field, and a "List" button (represented by a downward arrow icon). Below these sections is a row of buttons: "Save", "Enter Query", "Select All", "De-select All", "Show Asset Details" (with a checkbox), and "Manually List Assets". The main section is titled "Bottom" and contains the text "Custodian Xx, you are the custodian of the inventory assets shown below". Below this text is a table with 5 columns: "Request", "Identifier", "Manufacturer", "Model", and "Official Name". The table contains 3 rows of asset data. Below the table, it says "3 asset(s) are displayed." and there is a "Top" link.

Request	Identifier	Manufacturer	Model	Official Name
<input type="checkbox"/>	XX04	GATEWAY	SOLO 9100	COMPUTER PORTABLE
<input type="checkbox"/>	XX05	FORD MOTOR COMPANY	TAURUS	SEDAN
<input type="checkbox"/>	XX06	TEKTRONIX	T11209	OSCILLOSCOPE

Usage:

- ❖ Top section: Requested information to be changed:
 - Use the List of Value buttons next to each field to select the new values to apply to the asset(s)
 - You can also key in a few characters of the desired value followed by the percent sign (%) and then press the List button to get a shortened list of choices.
 - You can key in any combination of fields in the upper block.

Request a New Custodian, User & Location where I'm the Custodian cont'd:


- ❖ Bottom section: Requested assets to be updated:
 - The screen automatically lists all assets assigned to whomever is logged on to the system.
 - Use the <Enter Query> button to display the Asset Query screen (see page 6). That screen allows you to find assets by specifying search criteria.
 - Use the <Manually List Assets> to directly key in assets to be updated
 - Select individual assets to be updated by clicking in the check box in the Request column next to the desired assets.
 - You can use the <Select All> or <De-Select All> buttons to select or de-select all listed assets, respectively.
 - If you wish to see more detail for each of the listed assets, click the check box next to the <Show Asset Details> field.
- ❖ When the information to be changed and the assets to be updated are both filled in, press the <Save> button:
 - The system will re-display the asset list, noting the success or failure of the transaction.
 - In the event the update fails, a message will display explaining what happened.
- ❖ Note that you have the ability to get more detail for any field which is underlined (hyperlink). In this example, you could click once on the asset identifier and a pop-up window will display with more information about the asset.


Request a New Custodian and Location for Assets Where I'm the Custodian:

Purpose: This screen only displays and updates assets for which the signed-on person is the custodian.

Sunflower Assets - Production 2.5.0.0 Inventory Asset Requests (Custodian Xx) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

New Custodian Identifier Name 

New Location 

Save Enter Query Select All De-select All Show Asset Details ☐ Manually List Assets

Bottom
Custodian Xx, you are the custodian of the inventory assets shown below

Request	Identifier	Manufacturer	Model	Official Name
<input type="checkbox"/>	XX04	GATEWAY	SOLO 9100	COMPUTER PORTABLE
<input type="checkbox"/>	XX05	FORD MOTOR COMPANY	TAURUS	SEDAN
<input type="checkbox"/>	XX06	TEKTRONIX	T11209	OSCILLOSCOPE

3 asset(s) are displayed.

Top

Usage:

- ❖ Top section: Requested information to be changed:
 - Use the List of Value buttons next to each field to select the new values to apply to the asset(s)
 - You can also key in a few characters of the desired value followed by the percent sign (%) and then press the List button to get a shortened list of choices.
 - You can key in any combination of fields in the upper block.

Request a new Custodian & Location where I'm the Custodian cont'd:

- ❖ Bottom section: Requested assets to be updated:
 - The screen automatically lists all assets assigned to whomever is logged on to the system.
 - Use the <Enter Query> button to display the Asset Query screen (see page 6). That screen allows you to find assets by specifying search criteria.
 - Use the <Manually List Assets> to directly key in assets to be updated
 - Select individual assets to be updated by clicking in the check box in the Request column next to the desired assets.
 - You can use the <Select All> or <De-Select All> buttons to select or de-select all listed assets, respectively.
 - If you wish to see more detail for each of the listed assets, click the check box next to the <Show Asset Details> field.
- ❖ When the information to be changed and the assets to be updated are both filled in, press the <Save> button:
 - The system will re-display the asset list, noting the success or failure of the transaction.
 - In the event the update fails, a message will display explaining what happened.
- ❖ Note that you have the ability to get more detail for any field which is underlined (hyperlink). In this example, you could click once on the asset identifier and a pop-up window will display with more information about the asset.

Request a New User and Location for Assets Where I'm the Custodian:

Purpose: This screen only displays and updates assets for which the signed-on person is the custodian.

The screenshot shows a web browser window titled "Sunflower Assets - Production 2.5.0.0 Inventory Asset Requests (Custodian Xx) - Microsoft Internet Explorer". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The main content area contains a form with two sections: "New User" and "New Location". The "New User" section has input fields for "Identifier" and "Name", each followed by a "List" button (a button with a downward arrow). The "New Location" section has a single input field followed by a "List" button. Below the form is a row of buttons: "Save", "Enter Query", "Select All", "De-select All", "Show Asset Details" (with a checkbox), and "Manually List Assets". Under the "Bottom" heading, a message states "Custodian Xx, you are the custodian of the inventory assets shown below". Below this is a table with three rows of asset data. Each row has a checkbox in the "Request" column. The table columns are "Request", "Identifier", "Manufacturer", "Model", and "Official Name". Below the table, it says "3 asset(s) are displayed." and a "Top" link is provided.

Request	Identifier	Manufacturer	Model	Official Name
<input type="checkbox"/>	XX04	GATEWAY	SOLO 9100	COMPUTER PORTABLE
<input type="checkbox"/>	XX05	FORD MOTOR COMPANY	TAURUS	SEDAN
<input type="checkbox"/>	XX06	TEKTRONIX	T11209	OSCILLOSCOPE

Usage:

- ❖ Top section: Requested information to be changed:
 - Use the List of Value buttons next to each field to select the new values to apply to the asset(s)
 - You can also key in a few characters of the desired value followed by the percent sign (%) and then press the List button to get a shortened list of choices.
 - You can key in any combination of fields in the upper block.

Request a New User and Location where I'm the Custodian cont'd:


- ❖ Bottom section: Requested assets to be updated:
 - The screen automatically lists all assets assigned to whomever is logged on to the system.
 - Use the <Enter Query> button to display the Asset Query screen (see page 6). That screen allows you to find assets by specifying search criteria.
 - Use the <Manually List Assets> to directly key in assets to be updated
 - Select individual assets to be updated by clicking in the check box in the Request column next to the desired assets.
 - You can use the <Select All> or <De-Select All> buttons to select or de-select all listed assets, respectively.
 - If you wish to see more detail for each of the listed assets, click the check box next to the <Show Asset Details> field.
- ❖ When the information to be changed and the assets to be updated are both filled in, press the <Save> button:
 - The system will re-display the asset list, noting the success or failure of the transaction.
 - In the event the update fails, a message will display explaining what happened.
- ❖ Note that you have the ability to get more detail for any field which is underlined (hyperlink). In this example, you could click once on the asset identifier and a pop-up window will display with more information about the asset.


Request a New User and Location for Assets Where I'm the User:

Purpose: This screen only displays and updates assets for which the signed-on person is the user.

Sunflower Assets - Production 2.5.0.0 Inventory Asset Requests (Repository Owner) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

New User Identifier Name 

New Location 

Save Enter Query Select All De-select All Show Asset Details ☐ Manually List Assets

Bottom
Repository Owner, you are the user of the inventory assets shown below

Request	Identifier	Manufacturer	Model	Official Name
<input type="checkbox"/>	SH004	ACME PREFAB	T558FHY	TRAILER FOUNDATION

1 asset(s) are displayed.

Top

Usage:

- ❖ Top section: Requested information to be changed:
 - Use the List of Value buttons next to each field to select the new values to apply to the asset(s)
 - You can also key in a few characters of the desired value followed by the percent sign (%) and then press the List button to get a shortened list of choices.
 - You can key in any combination of fields in the upper block.

Request a New User and Location where I'm the User cont'd:

- ❖ Bottom section: Requested assets to be updated:
 - The screen automatically lists all assets assigned to whomever is logged on to the system.
 - Use the <Enter Query> button to display the Asset Query screen (see page 6). That screen allows you to find assets by specifying search criteria.
 - Use the <Manually List Assets> to directly key in assets to be updated
 - Select individual assets to be updated by clicking in the check box in the Request column next to the desired assets.
 - You can use the <Select All> or <De-Select All> buttons to select or de-select all listed assets, respectively.
 - If you wish to see more detail for each of the listed assets, click the check box next to the <Show Asset Details> field.
- ❖ When the information to be changed and the assets to be updated are both filled in, press the <Save> button:
 - The system will re-display the asset list, noting the success or failure of the transaction.
 - In the event the update fails, a message will display explaining what happened.
- ❖ Note that you have the ability to get more detail for any field which is underlined (hyperlink). In this example, you could click once on the asset identifier and a pop-up window will display with more information about the asset.

Request a New Location for Assets Where I'm the User:

Purpose: This screen only displays and updates assets for which the signed-on person is the user.

The screenshot shows a web browser window titled "Sunflower Assets - Production 2.5.0.0 Inventory Asset Requests (Repository Owner) - Microsoft Internet Explorer". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The application interface has a header section with a "New Location" label, a text input field, and a small square button with a downward arrow. Below this is a row of buttons: "Save", "Enter Query", "Select All", "De-select All", "Show Asset Details" (with a checkbox), and "Manually List Assets". The main content area starts with a link "Bottom" and the text "Repository Owner, you are the user of the inventory assets shown below". It features a table with the following data:

Request	Identifier	Manufacturer	Model	Official Name
<input type="checkbox"/>	SH004	ACME PREFAB	T558FHY	TRAILER FOUNDATION

Below the table, it says "1 asset(s) are displayed." and includes a link "Top".

Usage:

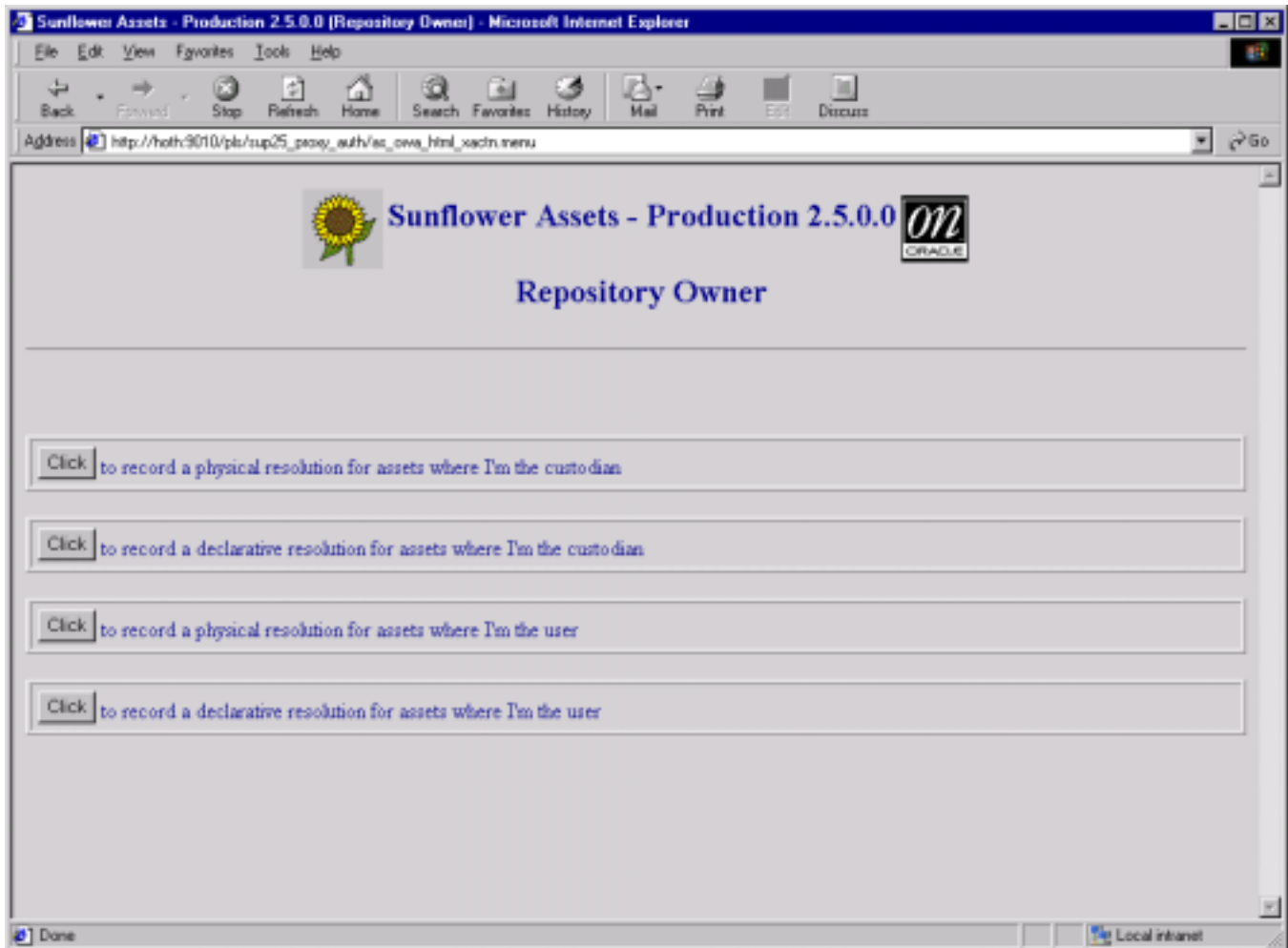
- ❖ Top section: Requested information to be changed:
 - Use the List of Value buttons next to each field to select the new values to apply to the asset(s)
 - You can also key in a few characters of the desired value followed by the percent sign (%) and then press the List button to get a shortened list of choices.
 - You can key in any combination of fields in the upper block.

Request a New Location where I'm the User cont'd:

- ❖ Bottom section: Requested assets to be updated:
 - The screen automatically lists all assets assigned to whomever is logged on to the system.
 - Use the <Enter Query> button to display the Asset Query screen (see page 6). That screen allows you to find assets by specifying search criteria.
 - Use the <Manually List Assets> to directly key in assets to be updated
 - Select individual assets to be updated by clicking in the check box in the Request column next to the desired assets.
 - You can use the <Select All> or <De-Select All> buttons to select or de-select all listed assets, respectively.
 - If you wish to see more detail for each of the listed assets, click the check box next to the <Show Asset Details> field.
- ❖ When the information to be changed and the assets to be updated are both filled in, press the <Save> button:
 - The system will re-display the asset list, noting the success or failure of the transaction.
 - In the event the update fails, a message will display explaining what happened.
- ❖ Note that you have the ability to get more detail for any field which is underlined (hyperlink). In this example, you could click once on the asset identifier and a pop-up window will display with more information about the asset.

Record a Resolution Menu:

Purpose: This menu lists the various ways you can record a resolution (inventory find) for an asset.



Usage:

- ❖ Click once on the button which most closely matches the function you want to perform and you will be taken to the appropriate screen.
- ❖ Definitions:
 - A resolution is Sunflower's term for noting an inventory find.
 - A "physical" resolution is one where you have physically seen and located the asset.
 - A "declarative" resolution is one where you state the asset is found, without positively seeing or locating the asset.

Record a Physical Resolution for Assets Where I'm the Custodian:

Purpose: This screen only displays and updates assets for which the signed-on person is the custodian.

Sunflower Assets - Production 2.5.0.0 Inventory Asset Physical Resolutions [Custodian Xx] - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Location

☐

Bottom
Choose assets by clicking the Resolve checkbox and then click the [Save] button above
Custodian Xx, you are the custodian of the inventory assets shown below

Resolve	Identifier	Manufacturer	Model	Official Name
<input type="checkbox"/>	YXX04	GATEWAY	SOLO 9100	COMPUTER PORTABLE
<input type="checkbox"/>	YXX05	FORD MOTOR COMPANY	TAURUS	SEDAN
<input type="checkbox"/>	YXX06	TEKTRONIX	T11209	OSCILLOSCOPE

3 asset(s) are displayed.

Top

Usage:

- ❖ Top section: Location of the asset:
 - Use the List of Values button to select the location of the asset

Record a Physical Resolution where I'm the Custodian cont'd:

- ❖ Bottom section: Assets to be updated:
 - Use the <Enter Query> button to display the Asset Query screen (see page 6). That screen allows you to find assets by specifying search criteria.
 - Use the <Manually List Assets> to directly key in assets to be updated
 - Select individual assets to be updated by clicking in the check box in the Resolve column next to the desired assets.
 - You can use the <Select All> or <De-Select All> buttons to select or de-select all listed assets, respectively.
 - If you wish to see more detail for each of the listed assets, click the check box next to the <Show Asset Details> field.
- ❖ When the location and the assets to be updated are both filled in, press the <Save> button:
 - The system will re-display the asset list, noting the success or failure of the transaction.
 - In the event the update fails, a message will display explaining what happened.
- ❖ Note that you have the ability to get more detail for any field which is underlined (hyperlink). In this example, you could click once on the asset identifier and a pop-up window will display with more information about the asset.
 - If you click on the asset you will see more information, including steward, custodian and organization. Each of these fields are also underlined (hyperlink) and can be clicked on to display even more detail.

Record a Declarative Resolution for Assets Where I'm the Custodian:

Purpose: This screen only displays and updates assets for which the signed-on person is the custodian.

The screenshot shows a web browser window titled "Sunflower Assets - Production 2.5.0.0 Inventory Asset Declarative Resolutions (Custodian Xx) - Microsoft Internet Explorer". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The application interface has a toolbar with buttons: Save, Enter Query, Select All, De-select All, Show Asset Details (with a checkbox), and Manually List Assets. Below the toolbar, there is a section titled "Bottom" with instructions: "Choose assets by clicking the Resolve checkbox and then click the [Save] button above. Custodian Xx, you are the custodian of the inventory assets shown below". A table displays three assets:

Resolve	Identifier	Manufacturer	Model	Official Name
<input type="checkbox"/>	XX004	GATEWAY	SOLO 9100	COMPUTER PORTABLE
<input type="checkbox"/>	XX005	FORD MOTOR COMPANY	TAURUS	SEDAN
<input type="checkbox"/>	XX006	TEKTRONIX	T11209	OSCILLOSCOPE

Below the table, it states "3 asset(s) are displayed." and a "Top" link is provided.

Usage:

- ❖ Assets to be updated:
 - Use the <Enter Query> button to display the Asset Query screen (see page 6). That screen allows you to find assets by specifying search criteria.
 - Use the <Manually List Assets> to directly key in assets to be updated

Record a Declarative Resolution where I'm the Custodian cont'd:

- Select individual assets to be updated by clicking in the check box in the Resolve column next to the desired assets.
 - You can use the <Select All> or <De-Select All> buttons to select or de-select all listed assets, respectively.
- If you wish to see more detail for each of the listed assets, click the check box next to the <Show Asset Details> field.
- ❖ When the location and the assets to be updated are both filled in, press the <Save> button:
 - The system will re-display the asset list, noting the success or failure of the transaction.
 - In the event the update fails, a message will display explaining what happened.
- ❖ Note that you have the ability to get more detail for any field which is underlined (hyperlink). In this example, you could click once on the asset identifier and a pop-up window will display with more information about the asset.
 - If you click on the asset you will see more information, including steward, custodian and organization. Each of these fields are also underlined (hyperlink) and can be clicked on to display even more detail.

Record a Physical Resolution for Assets Where I'm the User:

Purpose: This screen only displays and updates assets for which the signed-on person is the user.

Sunflower Assets - Production 2.5.0.0 Inventory Asset Physical Resolutions (Repository Owner) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Location 

☐

Bottom
Choose assets by clicking the Resolve checkbox and then click the [Save] button above
Repository Owner, you are the user of the inventory assets shown below

Resolve	Identifier	Manufacturer	Model	Official Name
<input type="checkbox"/>	SH004	ACME PREFAB	T558FHY	TRAILER FOUNDATION

1 asset(s) are displayed.

Top

Usage:

- ❖ Top section: Location of the asset:
 - Use the List of Value button to select the location of the asset

Record a Physical Resolution where I'm the User cont'd:

- ❖ Bottom section: Assets to be updated:
 - Use the <Enter Query> button to display the Asset Query screen (see page 6). That screen allows you to find assets by specifying search criteria.
 - Use the <Manually List Assets> to directly key in assets to be updated
 - Select individual assets to be updated by clicking in the check box in the Resolve column next to the desired assets.
 - You can use the <Select All> or <De-Select All> buttons to select or de-select all listed assets, respectively.
 - If you wish to see more detail for each of the listed assets, click the check box next to the <Show Asset Details> field.
- ❖ When the location and the assets to be updated are both filled in, press the <Save> button:
 - The system will re-display the asset list, noting the success or failure of the transaction.
 - In the event the update fails, a message will display explaining what happened.
- ❖ Note that you have the ability to get more detail for any field which is underlined (hyperlink). In this example, you could click once on the asset identifier and a pop-up window will display with more information about the asset.
 - If you click on the asset you will see more information, including steward, custodian and organization. Each of these fields are also underlined (hyperlink) and can be clicked on to display even more detail.

Record a Declarative Resolution for Assets Where I'm the User:

Purpose: This screen only displays and updates assets for which the signed-on person is the user.

Sunflower Assets - Production 2.5.0.0 Inventory Asset Declarative Resolutions (Repository Owner - Microsoft Internet Explorer)

File Edit View Favorites Tools Help

Save Enter Query Select All De-select All Show Asset Details ☐ Manually List Assets

Bottom
Choose assets by clicking the Resolve checkbox and then click the [Save] button above
Repository Owner, you are the user of the inventory assets shown below

Resolve	Identifier	Manufacturer	Model	Official Name
<input type="checkbox"/>	SH004	ACME PREFAB	T558FHY	TRAILER FOUNDATION

1 asset(s) are displayed.

Top

Usage:

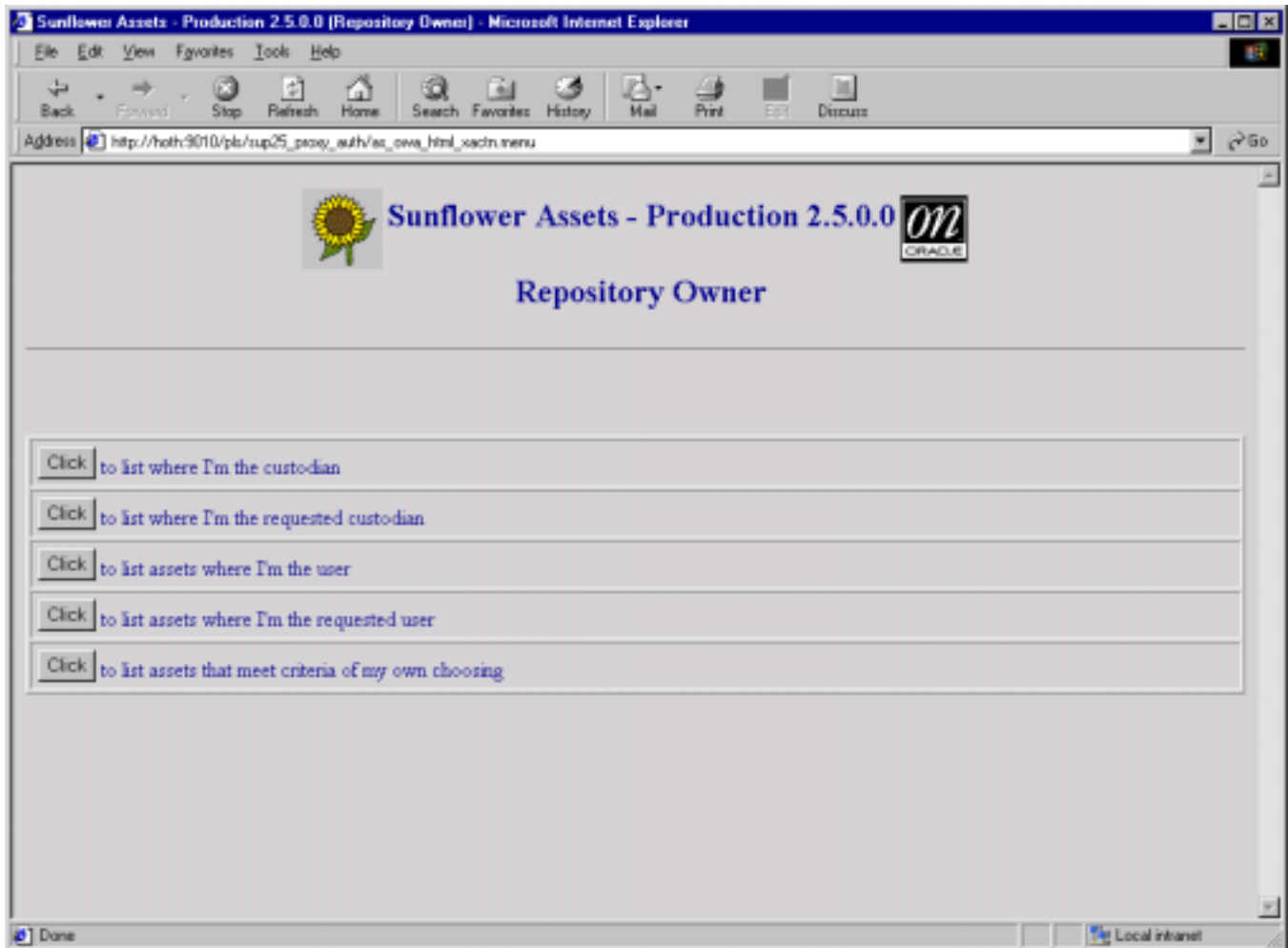
- ❖ Assets to be updated:
 - Use the <Enter Query> button to display the Asset Query screen (see page 6). That screen allows you to find assets by specifying search criteria.
 - Use the <Manually List Assets> to directly key in assets to be updated

Record a Declarative Resolution where I'm the User:

- Select individual assets to be updated by clicking in the check box in the Resolve column next to the desired assets.
 - You can use the <Select All> or <De-Select All> buttons to select or de-select all listed assets, respectively.
- If you wish to see more detail for each of the listed assets, click the check box next to the <Show Asset Details> field.
- ❖ When the location and the assets to be updated are both filled in, press the <Save> button:
 - The system will re-display the asset list, noting the success or failure of the transaction.
 - In the event the update fails, a message will display explaining what happened.
- ❖ Note that you have the ability to get more detail for any field which is underlined (hyperlink). In this example, you could click once on the asset identifier and a pop-up window will display with more information about the asset.
 - If you click on the asset you will see more information, including steward, custodian and organization. Each of these fields are also underlined (hyperlink) and can be clicked on to display even more detail.

List Assets Menu:

Purpose: This menu lists the various ways you can list asset information on the screen.



Usage:

- ❖ Click once on the button which most closely matches the function you want to perform and the system will take you to the appropriate screen.

List Assets where I'm the Custodian:

Purpose: This screen only displays assets for which the signed-on person is the custodian.

The screenshot shows a web browser window titled "Sunflower Assets - Production 2.5.0.0 Inventory Asset Assets [Custodian Xx] - Microsoft Internet Explorer". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The application interface has a header with an "Enter Query" button and a "Show Asset Details" checkbox. Below this, a link labeled "Bottom" is followed by the text "Custodian Xx, you are the custodian of the inventory assets shown below". A table displays three assets with columns for Identifier, Manufacturer, Model, and Official Name. The identifiers are underlined as hyperlinks. Below the table, it states "3 asset(s) are displayed." and a link labeled "Top" is provided.

Identifier	Manufacturer	Model	Official Name
XX04	GATEWAY	SOLO 9100	COMPUTER PORTABLE
XX05	FORD MOTOR COMPANY	TAURUS	SEDAN
XX06	TEKTRONIX	T11209	OSCILLOSCOPE

3 asset(s) are displayed.

[Top](#)

Usage:

- ❖ This screen is for display purposes only, you cannot change information here.
- ❖ Note that you have the ability to get more detail for any field which is underlined (hyperlink). In this example, you could click once on the asset identifier and a pop-up window will display with more information about the asset.
 - If you click on the asset you will see more information, including steward, custodian and organization. Each of these fields are also underlined (hyperlink) and can be clicked on to display even more detail.
- ❖ You can click on the <Enter Query> button to view a list of assets based on other criteria.
- ❖ Click on the Show Asset Details check box to see more information for each of the listed assets.

List Assets where I'm the Requested Custodian:

Purpose: This screen only displays assets for which the signed-on person is the custodian who has been requested to accept a change.

The screenshot shows a web browser window titled "Sunflower Assets - Production 2.5.0.0 Inventory Asset Assets (Repository Owner) - Microsoft Internet Explorer". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. Below the menu bar, there is a search area with a button labeled "Enter Query" and a checkbox labeled "Show Asset Details" which is currently unchecked. The main content area displays a message: "Bottom" (a link) followed by "Repository Owner, you are the requested custodian of the inventory assets shown below". Below this message is a table with four columns: Identifier, Manufacturer, Model, and Official Name. The table contains three rows of asset data, each followed by a request message. The first row shows asset SH001 (APPLE, M5600, COMPUTER-PERSONAL) with a request made by OWNER REPOSITORY on 06/29/2001 at 11:46:44. The second row shows asset SH002 (ACME PREFAB, T558FHY, TRAILER FOUNDATION) with a request made by OWNER REPOSITORY on 06/29/2001 at 11:46:44. The third row shows asset SH003 (APPLE, M5555, COMPUTER PORTABLE) with a request made by OWNER REPOSITORY on 06/29/2001 at 11:46:45. Below the table, it says "3 asset(s) are displayed." and a "Top" link.

Identifier	Manufacturer	Model	Official Name
SH001	APPLE	M5600	COMPUTER- PERSONAL
Request made by OWNER REPOSITORY on 06/29/2001 at 11:46:44			
SH002	ACME PREFAB	T558FHY	TRAILER FOUNDATION
Request made by OWNER REPOSITORY on 06/29/2001 at 11:46:44			
SH003	APPLE	M5555	COMPUTER PORTABLE
Request made by OWNER REPOSITORY on 06/29/2001 at 11:46:45			

3 asset(s) are displayed.

[Top](#)

Usage:

- ❖ This screen is for display purposes only, you cannot change information here.
- ❖ Note that you have the ability to get more detail for any field which is underlined (hyperlink). In this example, you could click once on the asset identifier and a pop-up window will display with more information about the asset.
 - If you click on the asset you will see more information, including steward, custodian and organization. Each of these fields are also underlined (hyperlink) and can be clicked on to display even more detail.
- ❖ You can click on the <Enter Query> button to view a list of assets based on other criteria.
- ❖ Click on the Show Asset Details check box to see more information for each of the listed assets.

List Assets where I'm the User:

Purpose: This screen only displays assets for which the signed-on person is the user.

The screenshot shows a web browser window titled "Sunflower Assets - Production 2.5.0.0 Inventory Asset Assets (Repository Owner) - Microsoft Internet Explorer". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The application interface has a header with an "Enter Query" button and a "Show Asset Details" checkbox. Below the header, there is a section titled "Bottom" with a message: "Repository Owner, you are the user of the inventory assets shown below". A table displays one asset with the following details:

Identifier	Manufacturer	Model	Official Name
SH004	ACME PREFAB	T558FHY	TRAILER FOUNDATION

Below the table, it states "1 asset(s) are displayed." and a "Top" link is provided.

Usage:

- ❖ This screen is for display purposes only, you cannot change information here.
- ❖ Note that you have the ability to get more detail for any field which is underlined (hyperlink). In this example, you could click once on the asset identifier and a pop-up window will display with more information about the asset.
 - If you click on the asset you will see more information, including steward, custodian and organization. Each of these fields are also underlined (hyperlink) and can be clicked on to display even more detail.
- ❖ You can click on the <Enter Query> button to view a list of assets based on other criteria.
- ❖ Click on the Show Asset Details check box to see more information for each of the listed assets.

List Assets where I'm the Requested User:

Purpose: This screen only displays assets for which the signed-on person is the user.

The screenshot shows a web browser window titled "Sunflower Assets - Production 2.5.0.0 Inventory Asset Assets (Repository Owner) - Microsoft Internet Explorer". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. Below the menu bar, there is a search area with a button labeled "Enter Query" and a checkbox labeled "Show Asset Details" which is currently unchecked. The main content area has a link labeled "Bottom" and a message: "Repository Owner, you are the requested user of the inventory assets shown below". Below this message is a table with two rows of asset information. Each row has four columns: Identifier, Manufacturer, Model, and Official Name. The first row shows Identifier "SH007", Manufacturer "APPLE", Model "M5555", and Official Name "COMPUTER PORTABLE". Below the first row is a text entry: "Request made by OWNER REPOSITORY on 06/29/2001 at 11:49:53". The second row shows Identifier "SH009", Manufacturer "ACME PREFAB", Model "T558FHY", and Official Name "TRAILER FOUNDATION". Below the second row is another text entry: "Request made by OWNER REPOSITORY on 06/29/2001 at 11:49:53". Below the table, it says "2 asset(s) are displayed." and there is a link labeled "Top".

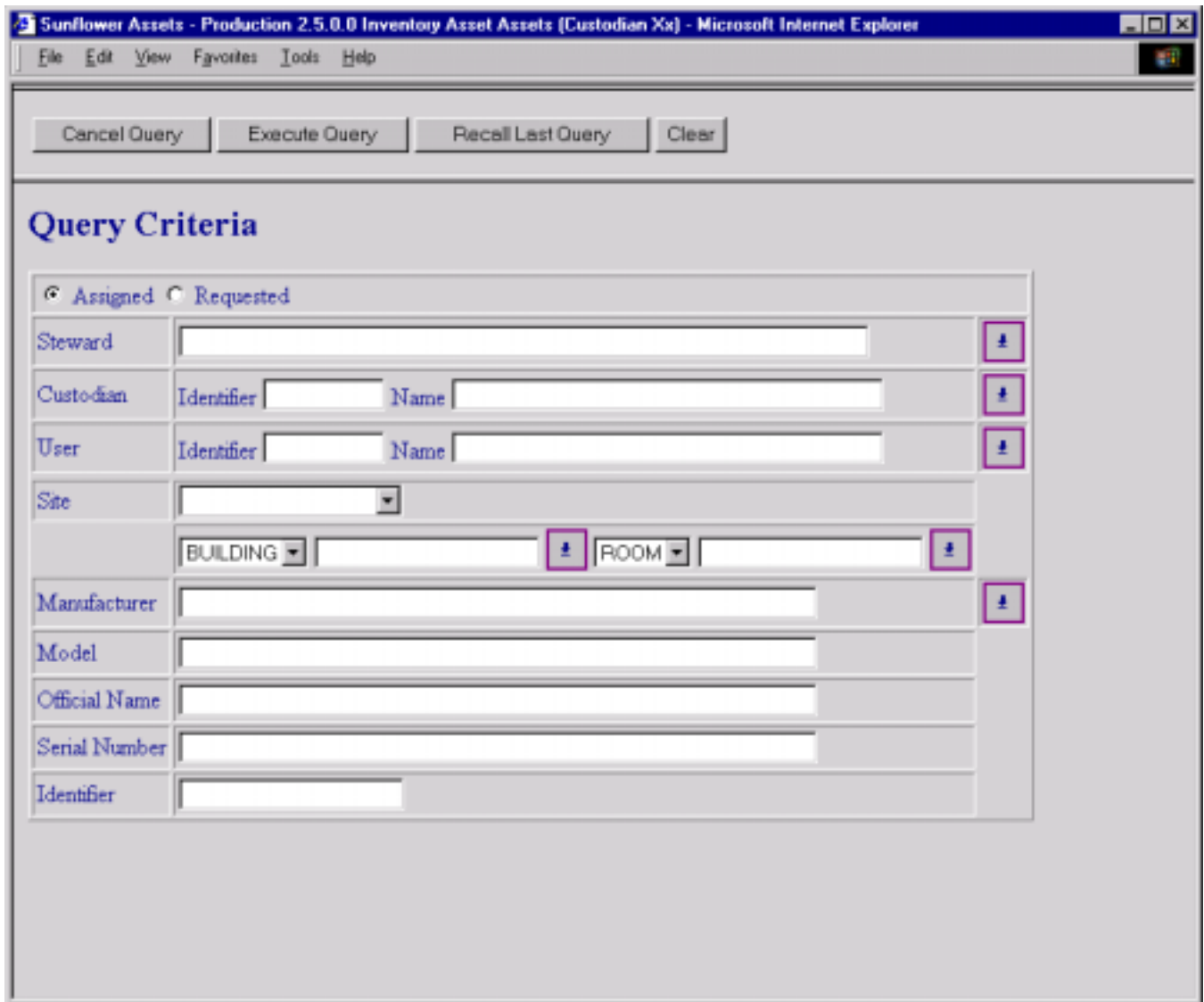
Identifier	Manufacturer	Model	Official Name
SH007	APPLE	M5555	COMPUTER PORTABLE
Request made by OWNER REPOSITORY on 06/29/2001 at 11:49:53			
SH009	ACME PREFAB	T558FHY	TRAILER FOUNDATION
Request made by OWNER REPOSITORY on 06/29/2001 at 11:49:53			

Usage:

- ❖ This screen is for display purposes only, you cannot change information here.
- ❖ Note that you have the ability to get more detail for any field which is underlined (hyperlink). In this example, you could click once on the asset identifier and a pop-up window will display with more information about the asset.
 - If you click on the asset you will see more information, including steward, custodian and organization. Each of these fields are also underlined (hyperlink) and can be clicked on to display even more detail.
- ❖ You can click on the <Enter Query> button to view a list of assets based on other criteria.
- ❖ Click on the Show Asset Details check box to see more information for each of the listed assets.

List Assets that meet Criteria of my Own Choosing:

Purpose: This screen allows you to define your own query criteria to display a list of assets.

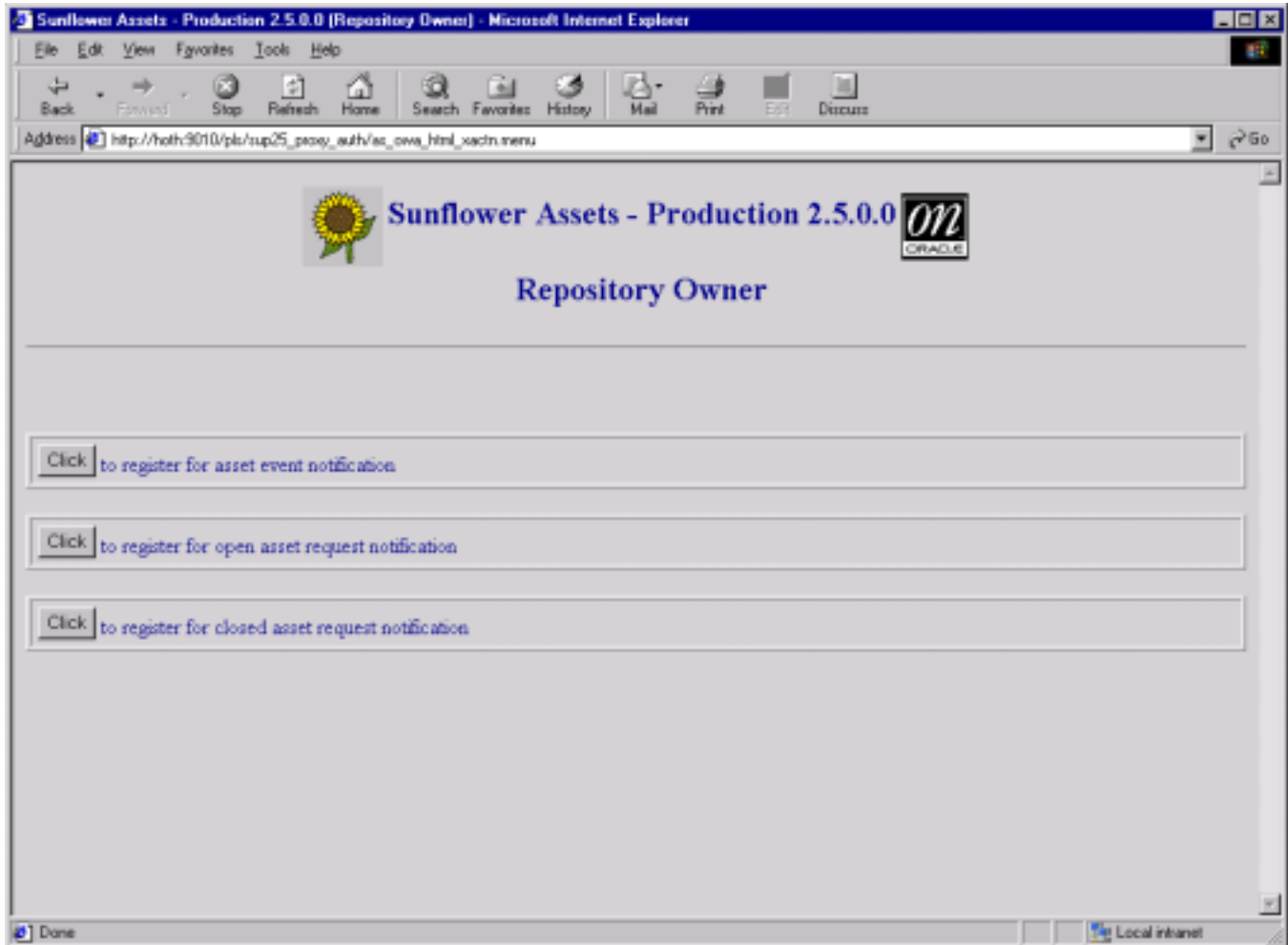


Usage:

- ❖ Key in or select any number of fields. Note the radio button to switch between the assigned and requested steward, custodian or user.
- ❖ After you have entered your criteria, click once on the <Execute Query> button and all the assets which meet your criteria will display on the original screen.
- ❖ To re-enter the criteria, click once on the <Clear> button – the screen will clear & you can start over.
- ❖ If you choose not to complete the query, click once on the <Cancel Query> button.

Register for E-Mail Notifications Menu:

Purpose: This menu lists the various ways you can sign-up to be notified via e-mail for actions which take place in the system.



Usage:

- ❖ Click once on the button which most closely matches the function you want to perform and the system will take you to the appropriate screen.

Register for Asset Event Notification:

Purpose: This screen allows you to sign-up to be notified via e-mail for actions which take place in the system.

Re-Query Save Close

Event Type	Prior to the Event			After the Event			
	Steward	Custodian	User	Steward	Custodian	User	Any Asset
Bottom							
Currently registered notifications							
Event Type	Prior to the Event			After the Event			
	Steward	Custodian	User	Steward	Custodian	User	Any Asset
ONGOING EVENTS							
ADDED TO AGREEMENT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
AGREEMENT ASSET FINAL EVENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>
AGREEMENT ASSET IDENTIFIER CHANGE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
AGREEMENT ASSET INITIAL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>

Usage:

- ❖ Actions which take place in the system will be listed in the bottom portion of the screen. These are generically referred to as “events” and can be seen in the Event Type column.
- ❖ For each event, the available conditions you can sign-up for are listed as follows:
 - Prior to the Event – Steward, Custodian or User: An e-mail will be sent to you if you are the Steward, Custodian or User assigned to the asset when the event took place.
 - After the Event – Steward, Custodian or User: An e-mail will be sent to you if you are the Steward, Custodian or User who is assigned to the asset as a result of the event.
 - Any Asset: Click in this column to be notified if the event occurs on any asset
- ❖ Be sure to click once on the <Save> button to save your choices.

Register for Open Asset Request Notification:

Purpose: This screen allows you to sign-up to be notified via e-mail for asset change requests.

Re-Query Save Close

Request Type	Current			Requested			
	Steward	Custodian	User	Steward	Custodian	User	Any Asset
CHANGE CUSTODIAN	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>
CHANGE LOCATION	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
CHANGE STEWARD	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>
CHANGE USER	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
EXCESS RECEIVAL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>
INACTIVE RECEIVAL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
INACTIVE REDEPLOY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>
INVENTORY ASSET ACCEPT				<input type="checkbox"/>			<input type="checkbox"/>

Usage:

- ❖ Requested asset change actions which take place in the system will be listed in the bottom portion of the screen.
- ❖ For each Request Type, the available conditions you can sign-up for are listed as follows:
 - Current – Steward, Custodian or User: An e-mail will be sent to you if you are the Steward, Custodian or User assigned to the asset when the request was made.
 - Requested – Steward, Custodian or User: An e-mail will be sent to you if you are the Steward, Custodian or User who requested to accept the change.
 - Any Asset: Click in this column to be notified of the request for any asset.
- ❖ Be sure to click once on the <Save> button to save your choices.

Register for Closed Asset Request Notification:

Purpose: This screen allows you to sign-up to be notified via e-mail for asset change requests when they are completed.

Re-Query Save Close

Request Type	Current			Requested			
	Steward	Custodian	User	Steward	Custodian	User	Any Asset
<u>Bottom</u>							
Currently registered notifications							
Request Type	Current			Requested			
	Steward	Custodian	User	Steward	Custodian	User	Any Asset
CHANGE CUSTODIAN							
DENIED	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>
EXPIRED	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>
OVERRIDDEN	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>
WITHDRAWN	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>
CHANGE LOCATION							
DENIED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>
EXPIRED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>
OVERRIDDEN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>
WITHDRAWN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>
CHANGE STEWARD							
DENIED	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>

Usage:

- ❖ Requested asset change actions which take place in the system will be listed in the bottom portion of the screen, along with the possible actions which can be taken on each request.

Register for Closed Asset Request Notification cont'd:

- ❖ For each Request Type, the available conditions you can sign-up for are listed as follows:
 - Denied: The request has been denied.
 - Expired: The request has expired with no action.
 - Overridden: The request has been superceded by another request.
 - Withdrawn: The request has been withdrawn/cancelled by the originator.
 - Current – Steward, Custodian or User: An e-mail will be sent to you if you are the Steward, Custodian or User assigned to the asset when the request was made.
 - Requested – Steward, Custodian or User: An e-mail will be sent to you if you are the Steward, Custodian or User who requested to accept the change.
 - Any Asset: Click in this column to be notified of the request for any asset.
- ❖ Be sure to click once on the <Save> button to save your choices.